

Technical Branch
Inspectional Group
Public Inspection Series

ZONING BOARD OF ADJUSTMENT SECRETARY

12/92

Summary

Under direction, coordinate, prepare, process and present zoning appeals to the Zoning Board of Adjustments; supervise, coordinate and evaluate work of assigned subordinates; perform related duties as required.

Typical Duties

Interview applicants seeking zoning adjustments; describe legal parameters as authorized by law to vary the City Zoning Ordinance; explain conditions that permit special exceptions and variances to the Zoning Ordinance.

Ensure appeals to the Board are correct and complete which includes; researching history and legal status of cases.

Prepare and present staff reports on each case appealed; obtain legal opinions on contested cases; review decisions for technical errors and compliance with established, and send decisions letters to applicants; maintain minutes and related records of Board actions.

Interpret codes, regulations and departmental policy currently in effect and advise contractors, engineers, architects, the public and other inspectors; examine drawings and specifications for conformance with zoning codes and related regulations; and testify in court.

Plan, assign, supervise and coordinate, review and evaluate quality and uniformity work of designated zoning inspection and clerical personnel. Conduct and participate in training sessions; maintain records and prepare reports on associated supervisory and personnel matters.

Issue immediate on-site citations for violations of applicable City Building and Zoning Ordinances as authorized, conduct field studies and inspections of sites and surrounding areas which includes photographing conditions observed to support code enforcement decisions.

Minimum Qualifications

Training and Experience: Completion of an Associates Degree in Drafting, Design Technology, Engineering Technology or related field and four years experience in zoning and related code enforcement, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of City zoning and related ordinance and codes. Good knowledge of: techniques, methods and materials used in the construction of buildings and related structures; state and federal laws concerning zoning; state zoning practices. Some knowledge of procedures followed in Board meetings.

Ability to: express oneself clearly and concisely both orally and in writing; plan and conduct research studies and surveys; enforce regulations firmly and impartially; analyze zoning codes and ordinances; supervise, train and evaluate assigned personnel; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain records and prepare reports.

Skill in operation of a motor vehicle; operation and care of a camera.

Physical Requirements: Exposure to all weather conditions; mobility within office and field environments; operation of a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head